

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

M E M O R A N D U M

TO: Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: August 9, 2004

SUBJECT: **Operational Memorandum # 18H-04**
CACFP Application Renewals FY 2004-2005

The Child and Adult Care Food Program (CACFP) renewal materials for day care home programs are enclosed. The deadline for the submission of these materials is **September 10, 2004**.

The information required for continued participation for fiscal year 2004-2005 includes the following:

Agreement for Child Nutrition Programs

Action to enter an agreement and to assign agency representatives requires board approval. **For this reason, it is important to have this matter added to the agenda of the next scheduled board meeting or as soon as possible.** Submit two signed originals of the ED-099 *Agreement for Child Nutrition Programs*. Institutions that administer both day care homes and centers, need only submit one set of the signed agreement to cover both programs. The agreements for the following sponsors were submitted with the CACFP Center application: **U.S. Navy (059AIC and AIH), TEAM, Inc. (037AOC and AOH), ACCESS Agency, Inc. (069AOC and AOH) and CRT, Inc. (064EOC and EOH).**

CACFP ED-099 Schedule A - Application

The *CACFP ED-099 Schedule A Application* must be submitted to describe the current operation of the CACFP. Submit one signed copy of the *CACFP ED-099 Schedule A Application* with sections related to the day care home operations completed.

CACFP Administrative Budget Worksheet

Complete and submit the CACFP Administrative Budget Worksheet to develop the budget item #13 on the ED-099 Schedule A. It must be submitted with the Application as backup documentation.

CACFP Annual Management Plan Update Report

A CACFP Management Plan was submitted by your agency for fiscal year 2003-2004. Please review, update or verify the information that was submitted by your agency and complete the enclosed *Annual Management Plan Update Report*. Any necessary revisions or verification that program elements have not changed should be noted and the report must be signed by the head of

the governing body for the organization (**Signature #1 on the ED-099**). Submit one signed copy of the *Annual Application and Management Plan Update Report*.

Annual Press Release

CACFP institutions are required to annually issue a press release that includes their nondiscrimination policy and intention to operate the Child and Adult Care Food Program. A sample press release is enclosed for use in developing a press release specific to individual institutions. All of the information on the sample must be included on the press release developed for your agency. Submit a copy of the release for the 2004-2005 program year including the name of the media and date of the release.

Appeal Procedures

A copy of the new appeal procedures, *Procedures for Appealing Actions Subject to Administrative Review*, is enclosed with the application materials.

MBS/mbs
K/opmemos.Om #H18-04
Enclosures